

## State of New Jersey Outside Activity Questionnaire

### Background

The New Jersey Conflicts of Interest Law<sup>1</sup> prohibits a State employee from engaging in any business or transaction that is in substantial conflict with the proper discharge of his/her official duties. In concert with the Conflicts of Interest Law, the State Ethics Commission requires all State employees to disclose outside employment and/or business interests<sup>2</sup>. Therefore, all TCNJ employees are required to complete the State of New Jersey Outside Activity Questionnaire.

### Procedures

The State of New Jersey Outside Activity Questionnaire must be completed as follows:

- 1) **ALL EMPLOYEES** are required to complete the Questionnaire, whether the employee is engaged in outside activity or not.
- 2) Employees who wish to engage in outside employment or activities must complete the Questionnaire and receive approval prior to engaging in any outside employment or other activity.

Completed questionnaires must be forwarded to the employee's supervisor/chair/program coordinator within 2 weeks. The supervisor should then send it to the College's Ethics Liaison Officer within 2 weeks (Green Hall 207). If you have any questions, you can contact the Ethics Liaison Officer at [ethics@tcnj.edu](mailto:ethics@tcnj.edu) or at (609) 771-2734. If you are not certain whether you are permitted to take on a job or other outside activity according to these rules, you should contact the Ethics Liaison Officer who can ask the Commission for an advisory opinion. These cases are frequently very fact-sensitive, and the Commission decides each individually.

### Rules Regarding Outside Activities (Per the State Ethics Commissions Plain Language Guide)

You may have a second job, outside volunteer activity, or personal business interest only if it is compatible with the College's rules and your State responsibilities. You must not:

- 1) Undertake any employment or service which might reasonably be expected to impair your objectivity and independence of judgment in the exercise of your official duties;
- 2) Engage in any business, profession, trade or occupation that is subject to licensing or regulation by a specific agency of State Government, without promptly filing notice of that activity with the Commission;
- 3) Engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of your duties in the public interest; or
- 4) Use State time, personnel, or other resources for the other job or activity.
- 5) Neither you nor your immediate family members can hold employment with, hold an interest in, or represent, appear for, or negotiate on behalf of a holder of or applicant for a casino license unless the Commission grants a waiver. To ask for a waiver, contact the Ethics Liaison Officer who will contact the Commission regarding the matter.

### Other Resources

For a more complete discussion of this subject, see Guidelines Governing Outside Activities, at [http://www.state.nj.us/ethics/statutes/guide/outsideact\\_guide.html](http://www.state.nj.us/ethics/statutes/guide/outsideact_guide.html).

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<sup>1</sup> N.J. 52:13D-12 et seq. Section 23(e)(1)

<sup>2</sup> Pursuant to N.J.A.C. 19:61-2.2(a)S.A.



State of New Jersey Outside Activity Questionnaire
(Required for ALL EMPLOYEES)

Name (please print): \_\_\_\_\_

Work Address: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Telephone extension: \_\_\_\_\_ Position Title: \_\_\_\_\_

General Job Duties: \_\_\_\_\_

1) Are you currently engaged in any business, trade, profession, and/or part-time or full-time employment outside of or in addition to your State employment? (Royalties and consultant fees should be included here) [ ] YES [ ] NO (If Yes, you must answer question number 2.)

2) Name of Outside Employer(s) or Business(es). Please indicate if you are an owner, partner, or corporate officer. \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Describe responsibilities: \_\_\_\_\_

Outside Employment (please specify): Days Worked per week \_\_\_\_\_

Hours worked: per Day \_\_\_\_\_ Per Week \_\_\_\_\_

Is your employment or business being performed for or with any other Department employee or official? [ ] YES [ ] NO Name of employee or official and title: \_\_\_\_\_

Does your outside employment or business require/cause you to have contacts with other NJ State agencies, vendors, consultants or casino license holders? [ ] YES [ ] NO (If yes, explain) \_\_\_\_\_

3) Do you hold a license issued by a State agency that entitles you to engage in a particular business, profession, trade, or occupation? [ ] YES [ ] NO If yes, type of license \_\_\_\_\_

When was the license issued? \_\_\_\_\_ [ ] Active [ ] Inactive

4) Do you currently hold or plan to hold outside voluntary position(s)? [ ] YES [ ] NO

If yes, please explain. \_\_\_\_\_

5) Are you an officer in any professional, trade or business organization? [ ] YES [ ] NO

If yes, please explain. \_\_\_\_\_

6) Are you serving in any public office, or considering appointment or election to any public office? [ ] YES [ ] NO

What is the type of elective/appointive position? \_\_\_\_\_

What are your duties? \_\_\_\_\_

